



Week of Oct. 31, 2007 – Nov. 6, 2007

Feedback and Evaluation

"Performance feedback is a private, formal communication a rater uses to tell a ratee what is expected regarding duty performance..." – Professional Development Guide

One of the most important roles Air Force supervisors and rating officials have is to provide honest feedback and accurate assessments of the Airmen they lead. With the introduction of new feedback and performance report forms, Airmen have viable tools to complete these critical responsibilities. The new forms leverage the strengths of our feedback process and include numerous technological advances.

The forms employ a less cumbersome administrative process that is more responsive to our expeditionary environment. Also, there are fewer narrative lines, which focus raters on a strong evaluation versus excessive verbiage. Bullet-writing areas are more straightforward, with placement immediately adjacent to respective performance assessment marks. Linking the bullets with performance areas ensure raters comment on areas the Air Force values.

But the forms are only one part of the feedback and evaluation process. Forms do not, and should not, replace face-to-face communication. Here are some tips to remember when providing or receiving feedback:

- Raters should give the feedback session their full attention, mentally and physically. Ensure there are no interruptions from other people, cell phones or e-mail.
- Perceptions and opinions should be presented as such, and not as facts. Be honest.
- Listen carefully. Ask questions for clarification.
- Feedback should avoid "loaded" terms that produce emotional reactions and heightened defenses.
- Give positive feedback in a manner that communicates acceptance of the ratee as a worthwhile person.
- Remember that feedback stops when communication stops.

Find Air Force Roll Call Online Here: <http://www.af.mil/library/viewpoints/>

Airman's Roll Call is designed for supervisors at all levels to help keep Airmen informed on current issues, clear up confusion, dispel rumors, and provide additional face-to-face communication between supervisors and their teams